

Department of General Services  
Records Management Division  
RECORDS RETENTION and DISPOSAL SCHEDULE

Schedule No. 2558

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Agency  
Maryland State Highway

Division/Unit  
Motor Carrier Division

Item No.	Description	Retention
1	<p><b>MOTOR CARRIER DIVISION -AUTOMATED HAULING PERMITS SYSTEM (AHPS) –Paper</b></p> <p>This Schedule establishes a schedule for the Automated Hauling Permits Accounting / Invoicing. The system issues permits for oversize/overweight vehicles that travel in and thru Maryland. The AHPS program maintains permit and accounting information for state issued hauling permits. The majority of the permits are valid for 3-5 days, blanket permits are valid 30 days and 1 year from date of issuance.</p> <p><u>Dave Czorapinski</u> <u>CHIEF</u> <u>410-582-5732</u></p>	Retain for 3 years and/ until audited, then destroy.

Approved by Department, Agency, Division or Unit Representative

Date: 1/20/2011

Signature: 


Type Name: Dave Czorapinski

Title: Department Records Retention & Disposal Schedule Manager

Schedule Authorized by State Archivist

Date: 3 Feb 2011

Signature:



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Item No.	Description	Retention
2.	<b>MOTOR CARRIER DIVISION -AUTOMATED HAULING PERMITS SYSTEM -Electronic Data</b> This Schedule establishes a schedule for the electronic data records for the Automated Hauling Permits Accounting / Invoicing. The system issues permits for oversize/overweight vehicles that travel in and thru Maryland. The AHPS program maintains permit and accounting information for state issued hauling permits. The majority of the permits are valid for 3-5 days, blanket permits are valid 30 days and 1 year from date of issuance.	Retain for 3 years and until audited, then destroy.

Approved by Department, Agency, Division or Unit Representative

Date: 1/20/2011

Signature: 

Type Name: Dave Czorapinski

Title: Department Records Retention & Disposal Schedule Manager

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